

Grant For Environmental Assistance To Livestock Operators

Federal Agency Name: U.S. Environmental Protection Agency, Office of Water,
Office of Wastewater Management

Funding Opportunity Title: Comprehensive Environmental Assessments and Nutrient
Management Plans for Livestock Operations

Announcement Type: Request for Applications

Funding Opportunity Number: EPA-OW-OWM-07-01

Catalog of Federal Domestic Assistance (CFDA) number: 66.202

Due Date: The closing date for electronic receipt of applications through Grants.gov is July 13, 2007, 11:59 PM EDT. The closing date and time for receipt of hard copy applications is July 13, 2007, 4:00 PM EDT.

Questions must be submitted in writing via e-mail and must be received by the Agency Contact identified in Section VII before June 29, 2007. Written responses will be posted on EPA's NPDES website at: http://cfpub1.epa.gov/npdes/home.cfm?program_id=7.

Section I. Funding Opportunity Description

A. Background

EPA is seeking applicants to conduct voluntary comprehensive environmental assessments and develop and review nutrient management plans (NMPs) for livestock operations. The goal of this project is to provide confidential no-cost technical assistance to livestock operations nationwide that will help the operators of these facilities prevent water discharges and reduce air emissions by identifying environmental challenges and learning ways of addressing the environmental challenges. The principal parameters for evaluation at these sites will be nitrogen and phosphorus and their component species (e.g., NH₃, NO_x, PO₄, etc.). Livestock facilities to be assessed include operations in all animal sectors throughout the United States.

Livestock operations can greatly benefit from confidential technical assistance to help them understand and learn how to respond to environmental management challenges associated with their operations. Nationally, there are an estimated 1.3 million farms holding livestock in the United States. Approximately 238,000 of these farms are considered animal feeding operations (AFOs) where animals are held and raised in confinement. These operations generate more than 500 million tons of animal waste annually and as a consequence continually face the challenge of how best to manage these wastes in a manner that minimizes adverse impacts on the environment. The trend in the livestock industry is toward concentrated animal feeding operations (CAFOs) that

confine a large number of animals in a small area and are constrained in the amount of land available for management of animal wastes.¹

This project will assist livestock operations by ensuring that farmers are aware of environmental impacts from their facilities and understand how best to address them. In FY 2005 and FY 2006, Congress appropriated \$5 million and \$3 million respectively for implementation of on-farm environmental assessments for livestock operations.

In FY 2007, EPA anticipates awarding one grant for a four-year project period to perform both forms of technical assistance described under Section I.C of this announcement for a total of approximately \$7.9 million.

B. Statutory Authority

A grant will be awarded under the Clean Water Act (CWA), 33 USC §104(b)(3) and the Clean Air Act (CAA), 33 USC §103(b)(3). CWA §104(b)(3) authorizes EPA to make grants to State water pollution control agencies, interstate agencies, other public or nonprofit private agencies, institutions, organizations, and individuals for research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of pollution. CAA §103(b)(3) authorizes EPA to make grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, extent, prevention, and control of air pollution.

C. Project Overview

This funding opportunity seeks applications from eligible applicants to provide two types of confidential no-cost technical assistance to livestock operations that will help operators identify and address environmental challenges. Applications must address both forms of assistance. The first form of technical assistance will be to provide participating operators with confidential, comprehensive environmental assessments of water and air quality environmental challenges at their facilities and recommendations for mitigating these challenges. The second form of technical assistance will be to develop and/or review NMPs for participating operators to guide on-going use and disposal of animal wastes generated at the facility. Operators may receive either or both forms of technical assistance. Principal parameters of focus will be nitrogen and phosphorus and their component species (e.g., NH₃, NO_x, PO₄, etc.). Livestock operations that may receive the assistance include facilities in all major animal sectors of the livestock industry (e.g., poultry, dairy, cattle, and swine) throughout the United States.

Livestock operations do not need to possess or apply for a National Pollutant Discharge Elimination System (NPDES) permit in order to receive technical assistance through the grant. The results of these assessments will not be used as the basis for imposing NPDES permit requirements.

¹ For information on definitions of “AFO” and “CAFO” under EPA NPDES regulations, please refer to 40 CFR §122.23. This information is also available at http://cfpub1.epa.gov/npdes/home.cfm?program_id=7.

For the first form of technical assistance to be provided under the award, the assessment portion, EPA is seeking applicants to identify livestock operations for voluntary participation, conduct on-site visits at participating facilities, and develop comprehensive assessments of nutrient-driven environmental challenges facing the facilities and practical recommendations for mitigating these challenges. As a result of participating in the project, operators will receive confidential written assessment reports. This technical assistance may also include, at the discretion of the grantee and participants, follow-up site visits to evaluate particular environmental challenges.

Although the principal focus of the assessments should be on identifying ways to reduce nutrients in runoff to protect water quality, the assessments should also provide an overview of air-related impacts relating to the livestock operation (e.g., nutrient deposition via air releases or particulate matter levels in the air from land application). The objective is to help operators ensure that all pathways affecting water quality are considered and also to ensure that management of nutrients to protect water quality will not result in adverse impacts on air quality and vice versa.

For the second form of technical assistance to be provided under the award, the NMP portion, EPA is seeking applicants to develop and/or review NMPs. NMPs should be consistent with the requirements in EPA's CAFO NPDES regulations as well as any related State regulations. However, the facilities for which NMPs are developed/reviewed need not possess or be seeking permit coverage under the NPDES program.

Project Elements: In order to contribute to program objectives, applicants should address the following project elements in their applications: (1) facility participation and breadth of geographic coverage; (2) assemble and manage a team and apply related technical experience; and (3) develop and implement technical approach. Applicants are encouraged to identify additional project elements in their applications that may contribute to overall program objectives.

1. Facility Participation and Breadth of Geographic Coverage

Applicants should demonstrate that they can access existing networks/organizations to publicize the project. The applicant should demonstrate the ability to:

- Identify an outreach strategy that builds on existing means of communicating with livestock operations to solicit voluntary candidates for participation.
- Articulate incentives for livestock operations to participate, such as potential use of the assessment to enhance the operator's loan qualifications.
- Identify an approach for reaching all major animal sectors of the livestock industry (e.g., poultry, dairy, cattle, and swine) that covers a broad range of geographic areas throughout the United States.

2. Assemble and Manage Team and Apply Related Technical Experience

Applicants should demonstrate the ability to assemble and manage a team of technical personnel capable of performing the assessments and developing or reviewing the NMPs. The applicant should also demonstrate that it has prior technical experience working on environmental issues pertaining to livestock operations as well as developing and reviewing NMPs at livestock operations.

3. Develop and Implement Technical Approach

Applicants should propose a technical approach for performing the comprehensive environmental assessments and developing and reviewing the NMPs.

Assessments – Tool for Performing Assessments

The tool employed as the basis for the assessments should be formulated as the core of the technical approach. The assessment tool proposed by applicants may, for example, use as reference points comparable assessment tools/programs pioneered by States. See Section VIII for a listing of comparable assessment tools/programs.

The assessment tool should be comprehensive enough to evaluate the following environmental management topics:

1. Building and lot layout and management, including ventilation and any direct contact of animals with waterbodies
2. Construction, operation and maintenance of handling and storage for manure, litter, and process wastewater
3. Nutrient management, including existing management plans and land application practices
4. Conservation practices, such as vegetative buffers
5. Land management/tillage practices
6. Mortality management
7. Water quality and quantity management
8. Chemical storage/handling
9. Facility emergency management plans
10. Records and sampling

The assessment tool should also include a basic facility operational profile that describes features such as:

1. General facility information (address, owner, etc.)
2. Overall operation appearance (neatness, organization, etc.)
3. Animal types and numbers
4. Confinement buildings
5. Sheds, lots, or pastures

6. Manure storage or treatment, including alternative technologies
7. Acres available and used for land application
8. Types of crops planted
9. Proximity and artificial/natural conduits to water bodies.

Applicants may propose to develop or use their own unique assessment tools that include features in addition to the ones described above, or that achieve the same results by an alternative approach. Applicants should explain in their application materials why the additional features or alternative approach will be effective. The tool should cover both evaluative as well as descriptive factors that together provide a comprehensive environmental assessment for participating facilities. The tool should also include baseline assessment factors as a point of reference against which the assessed facilities can be measured. Applicants may develop their own unique point of reference factors or base them on existing standards, such as the NPDES standards. The technical approach should include a process for determining if a facility would benefit from a follow-up visit.

Assessments – Reports

At the conclusion of the assessment, the operator should receive a confidential written report with the completed assessment and recommendations along with cost estimates for mitigating the environmental management challenges identified by the assessment. Applicants should propose a technical approach for preparing the written reports upon completion of the assessments. The approach should include a process for maintaining the confidentiality of the reports.

NMPs – Tool for Developing/Reviewing NMPs

Applicants should also propose a technical approach for developing and/or reviewing NMPs for livestock operations that request such assistance. The approach may utilize the Manure Management Planner (MMP) software as the development tool or propose an alternative tool. The MMP meets both the requirements of EPA's CAFO NPDES regulations as well as USDA's requirements for Comprehensive Nutrient Management Plans (CNMPs). The MMP software is publicly available without charge and is currently being tailored to State technical standards and conditions. If the MMP is utilized, the technical approach should also describe the method for developing the NMPs in States without current operational MMP software. For new tools, the applicant should describe how its tool will develop and evaluate NMPs in the various States. More information on MMP is available at https://my.nrcs.usda.gov/PortalStatic/Technology/CNMP_Process.pdf.

NMPs – Produce Plans/Reviews

The technical approach should address any considerations related to providing participating livestock operations with reviews of NMPs and/or written NMPs suitable for keeping on-site at the facility. The approach should include a process for

maintaining the confidentiality of the reports.

D. Anticipated Environmental Results

The expected award under this announcement will directly support *Goal 2: Clean and Safe Water, Objective 2.2: Protect Water Quality, Sub-Objective 2.2.1: Improve Water Quality on a Watershed Basis* of the EPA Strategic Plan (available at <http://www.epa.gov/ocfo/plan/plan.htm>), which includes restoring and maintaining watersheds and their aquatic ecosystems and oceans in order to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants, and wildlife. In particular, by enabling livestock operations to manage wastes appropriately, this assistance agreement will support one of the key strategic targets for Goal 2, which is to *reduce levels of phosphorus contamination in rivers and streams*.

All proposed projects must address the Strategic Plan priorities and include specific statements describing the environmental results of the proposed project in terms of well-defined outputs, and, to the maximum extent practicable, well-defined outcomes that demonstrate how the project will contribute to the overall development and improvement of watershed programs.

Expected environmental outputs (or deliverables) refer to an environmental activity, effort, and/or associated work product related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Outputs: Anticipated outputs (deliverables) from the award expected to be made under this announcement include:

- Facility-specific, confidential comprehensive environmental assessments that identify management practices that livestock operations can implement that will address environmental management challenges;
- Facility-specific NMPs and reviews of existing plans that help operators minimize adverse environmental impacts from production area and land application runoff of nutrients;
- An assessment tool for identifying environmental management challenges at livestock operations;
- Expanded community of professionals capable of delivering technical assistance to livestock operations that incorporates environmental considerations; and
- Quarterly performance reports identifying environmental challenges facing livestock operations and recommendations for mitigating these challenges.

Environmental outcomes are the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective, and are used as a way to gauge a project's performance and take the form of output measures and outcome measures. Outcomes may be

environmental, behavioral, health-related or programmatic in nature. For instance, there is great need to improve the knowledge and decision-making ability, with respect to environmental issues, of local and State officials who are in the position of creating laws, ordinances, permits, etc. Outcomes must be quantitative and may not necessarily be achieved within an assistance agreement funding period. Outcomes may be short-term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long-term (changes in condition of the natural resource).

Outcomes: Anticipated outcomes (long-term benefits) from the award expected to be made under this announcement include:

- An increased number of nutrient-impaired waterbodies that have been partially or fully restored to meet water quality standards or other established water quality-based goals;
- Mitigation of adverse impacts on the environment as a result of assessments and NMPs; and
- Increased knowledge of environmental challenges from livestock operations and methods for mitigating these challenges.

As part of the Statement of Work, an applicant should describe how the project will result in the protection of environmental resources and link the outcomes to the Agency's Strategic Plan. Additional information regarding EPA's discussion of environmental results in terms of "outputs" and "outcomes" can be found at:

<http://www.epa.gov/ogd/grants/award/5700.7.pdf> or
<http://www.epa.gov/water/waterplan/documents/FY06NPGappendix-b.pdf>.

Section II. Award Information

EPA anticipates awarding one grant under this announcement for a total of approximately \$7.9 million over four years, depending on Agency funding levels and other applicable considerations. The successful applicant must provide EPA with a negotiated, four-year Statement of Work covering four distinct one-year periods of performance. For additional detail on Statement of Work requirements see Section IV.C (Content of Application Submission).

In addition, EPA reserves the right to make no awards under this announcement. EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selection decision. Any additional selections for awards will be made no later than six months after the original selection decision.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 and 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not

required to identify contractors or consultants in their applications. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with nonprofit organizations and nonfederal governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its grant. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

Section III. Eligibility Information

A. Eligible Applicants

Assistance under this announcement is available to interstate, intrastate, state, local, public nonprofit institutions/organizations, other public institutions/organizations, international organizations, Federally Recognized Indian Tribal Governments, U.S. territories or possessions, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Native American Organizations, and public/private institutions of higher education.

B. Cost Sharing or Matching

No cost share or match is required. However, projects with voluntary matching funding or in-kind contributions are encouraged and will be evaluated accordingly under the Section V.A “Project Cost and Leveraging” criterion. The match may be provided in cash or by in-kind contributions and other non-cash support. In-kind contributions often include salaries or other verifiable costs, and this value must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value. Match must be for allowable project costs. Matching funds are considered grant funds and are included in the total award amount and should be used for the reasonable and necessary expenses of carrying out the Statement of Work. All grant funds are subject to federal audit. Any restrictions on the use of grant funds (examples of restrictions are outlined in Section IV.F of this announcement) also apply to the use of matching funds. Other federal grants may not be used as a match or cost share without specific statutory authority.

C. Threshold Eligibility Criteria

These are requirements that, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications that

meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applicants must meet the eligibility requirements in Section III.A of this announcement at the time the application is submitted.
2. The content of the Statement of Work described in Section IV of this announcement must substantially comply with the submission instructions and requirements set forth in Section IV or else the application will be rejected. In addition, where a page limit is expressed in Section IV with respect to the Statement of Work, pages in excess of the page limitation will not be reviewed.
3. Applicants must demonstrate the ability to provide both forms of technical assistance discussed in Section I.C of this announcement.
4. Applications must be received by EPA or through [Grants.gov](https://www.grants.gov) on or before the solicitation closing time and date published in Section IV.D of this announcement. Applications received after the published closing time and date will be returned to the sender without further consideration.
5. Hard copy applications must be submitted by hand delivery, overnight delivery, or courier service. Applications submitted by U.S. Postal Service mail or by fax will not be considered for award.

Section IV. Application and Submission Information

A. Address to Request Application Packages

Grant application forms, including Standard Forms SF 424 and SF 424A, are available at http://www.epa.gov/ogd/grants/how_to_apply.htm or by mail upon request by calling the Grants Administration Division at (202) 564-5320.

B. Form of Application Submission

The applicant has the option to submit the application in *one* of two ways: 1) Submitting the application electronically through the Grants.gov website; **or** 2) Submitting the application to the EPA contact identified in Section IV.B.2 in hard copy and CD via courier, hand delivery, or express delivery service.

1. Grants.gov Submission

Applicants who wish to submit their materials electronically through the federal government's Grants.gov web site may do so. Grants.gov allows an applicant to download an application package and complete the package offline based on agency

instructions. After an applicant completes the required application package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency.

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for federal assistance. For more information, go to <http://www.grants.gov>

and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OW-OWM-07-01**, or the CFDA number that applies to the announcement (CFDA 66.202), in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 PM EDT, July 13, 2007.

Please submit *all* of the application materials described below. To view the full funding announcement, go to http://cfpub1.epa.gov/npdes/home.cfm?program_id=7 and click on the “Recent Additions” link on the right side of the page or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency. Application materials submitted through Grants.gov will be time/date stamped.

How to submit your application through Grants.gov:

Applicants are required to submit the following documents to apply electronically through Grants.gov. All documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

- For the Statement of Work portion, you will need to attach electronic files. Prepare this as described in Section IV.C. of the announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach it to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach it (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename,” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your application, you may click “add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

- The following 6 additional documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.
 1. SF 424 – Application for Federal Assistance
 2. SF 424A – Budget Information for Non-Construction Programs
 3. SF 424B, Assurances for Non-Construction Programs
 4. Grants.gov Lobbying Form – Certification Regarding Lobbying
 5. EPA Form 5700-54 Key Contacts
 6. EPA Form 4700-4 Pre-award Compliance Review Report

- For each document, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action moves the document over to the box that says, “Mandatory Completed Documents for Submission.”

- The following three documents are listed in the “Optional Documents” box, but *please note that these so-called “optional documents” must also be submitted as part of the application package if applicable to your organization:*
 1. SF-LLL Disclosure of Lobbying Activities
 2. Negotiated Indirect Cost Rate Agreement
 3. Biographical Sketches for Project Manager(s)

You are only required to submit SF-LLL Disclosure of Lobbying Activities if your organization is involved in lobbying activities. You are required to submit the Negotiated Indirect Cost Rate Agreement if you have included any indirect costs in your proposed

budget. You must submit Biographical Sketches for Project Manager(s) by using the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that say, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary.

Please use the following format when saving your file: “Applicant Name – FY07 – Environmental Assessment – 1st Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name –FY07 Environmental Assessment – 2nd Submission.” Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Nina Bonnelycke at 1-202-564-0764 or email at bonnelycke.nina@epa.gov. If you have any other technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the application deadline, please contact Nina Bonnelycke as indicated in the paragraph above. Failure to do so may result in your application not being reviewed.

2. Hard Copy and Compact Disc (CD) Submission

Two hard copies of the complete application package, as described in IV.C below, and an electronic version on a CD are required to be sent by express mail, courier service, or hand delivered. Electronic submissions should be in Adobe Portable Document Format (.pdf) or Microsoft Word (.doc).

Applications submitted to EPA by hard copy must be received by EPA through courier, hand-delivered, or by express delivery service by the time and date specified below in Section IV.D. Applications will **not** be accepted if delivered by U.S. Mail as they are subject to security screenings (including potential irradiation) that may delay the delivery process and/or negatively impact application package contents. EPA will **not** accept faxed submissions.

The address for hard copy submissions is:

U.S. Environmental Protection Agency
Office of Wastewater Management
EPA East Building, Room 7146G
1201 Constitution Ave., N.W.
Washington, DC 20004
Attn.: Nina Bonnelycke

C. Content of Application Submission

The Statement of Work section must be limited to no more than twenty (20) typewritten 8.5x11-inch pages (a page is one side of a piece of paper) including the cover page. Additional pages will not be considered. Supporting materials such as biographical sketches can be submitted as attachments and are not included in the page limit.

Hard copy submissions may be submitted double-sided. Pages should be numbered for ease of reading. It is recommended that applicants use a standard 12-point type with 1-inch margins. While these guidelines establish the minimum type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the Statement of Work. All application packages, regardless of how submitted, must include the following documentation:

1. Statement of Work, including the contents described below. (No more than **20 pages**)
2. Signed Standard Form (SF) 424 Application for Federal Assistance
3. SF 424A Budget Information for Non-Construction Programs
4. SF 424B, Assurances for Non-Construction Programs
5. Grants.gov Lobbying Form – Certification Regarding Lobbying
6. EPA Form 5700-54 Key Contacts
7. EPA Form 4700-4 Pre-award Compliance Review Report
8. SF-LLL Disclosure of Lobbying Activities (if applicable)
9. Negotiated Indirect Cost Rate Agreement (if applicable)
10. Biographical Sketches for the Project Manager(s)

Statement of Work Outline

The Statement of Work **must** include the information listed below. If a particular item is not applicable, clearly state this in the Statement of Work.

1. Cover Page including:

- Project Title
- Name and Address of Applicant
- All Project Contacts
- E-mail Address and Phone Number
- Total project cost and dollars requested

2. Executive Summary: The executive summary should be a stand-alone document.

The summary should provide highlights of project organization and administration, and include a brief description of proposed program implementation methodologies, with an overview of major project goals, and methods of measuring and assessing progress. The summary should include the amount of funding requested from EPA, and the project period.

3. Detailed Budget Description:

The detailed budget description should include an estimate of projected cost range per assessment and per NMP review/development. The itemized assessment and NMP costs per livestock operation should account for the diversity of sectors and geographic locations of the operations expected to participate. The project budget should utilize this information to present an estimated number of assessments and NMPs to be conducted under the four-year project timeframe along with costs associated with these activities.

- Personnel – List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.
- Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.
- Travel – Specify the mileage, per diem, estimated number of trips in-state and out-of-state and other costs for each type of travel.
- Equipment – Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR 31.3 and 30.2.
- Supplies – “Supplies” means all tangible personal property other than “equipment.” The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies).
- Contractual – Identify each proposed contract and specify its purpose and estimated cost.
- Other – List each item in sufficient detail for EPA to determine the reasonableness and allowability of its costs. The budget detail should identify proposed subaward work.
- Indirect Charges – If indirect charges are budgeted, indicate the approved rate and base.

4. Project Narrative (which must include information on how the proposed project will address the following items):

- a. Encourage Facility Participation and Breadth of Geographic Coverage:
Describe the proposed approach for preparing and implementing an

outreach strategy and articulating incentives for livestock operations to participate. Describe the ability to attract participants from all major sectors of the livestock industry (e.g., poultry, dairy, cattle, and swine) that covers a broad range of geographic areas throughout the United States. (See Section I.C.1.)

- b. Assemble and Manage Team and Apply Related Technical Experience:
 - Describe the proposed approach for assembling and managing a team of technical personnel capable of performing assessments and developing or reviewing NMPs.
 - Describe prior technical experience working on environmental issues pertaining to livestock operations as well as developing and reviewing NMPs at livestock operations. (See Section I.C.2.)
- c. Develop and Implement Technical Approach:
 - Describe the proposed approach for developing and implementing an assessment tool and providing participants with written reports.
 - Describe the proposed approach for developing/reviewing NMPs and providing participants with written products. (See Section I.C.3.)
- d. Aggregated Report on Findings: The applicant should submit a plan for preparing quarterly performance reports and a detailed final report. (See Section VI.C.) The final report should include: summary of project, achieved results, and costs of the project. In addition, the final report should discuss challenges, successes, and lessons learned that could help overcome structural, organizational or technical obstacles in implementing a similar project.
- e. Four Year Milestone Schedule: The Statement of Work must include a milestone schedule that covers four years and provides:
 - A breakout of the project into phases with associated tasks.
 - Time frames for completion of each task and phase.
 - A descriptive list of deliverables, including ongoing and/or repeated tasks and deliverables.
- f. Environmental Results Past Performance Information: Submit a list of federal and/or non-federal funded assistance agreements that your organization performed within the last three years (no more than five, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

- g. **Tracking Progress Toward Achieving Environmental Results:** Describe the planned strategy for measuring and tracking progress toward achieving the expected environmental outputs and outcomes identified in Section I.D. of this announcement. Provide a clear description of the project's anticipated environmental outputs and outcomes. The applicant is expected to discuss interim outputs, including deliverables, as well as likely long-term outcomes. See Section I.D for the discussion of anticipated environmental results from this announcement.
- h. **Programmatic Capability:** Submit a list of federal and/or non-federal funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: The applicant should also provide, to the extent not otherwise covered above, any other information necessary to address the evaluation factors in Section V.

D. Submission Dates and Times

Hard copy submissions must be received by the Agency contact indicated in Section IV.B.2. no later than 4:00 PM EDT on July 13, 2007. Electronic applications must be transferred to <http://www.grants.gov> no later than 11:59 PM EDT on July 13, 2007. Applications submitted after the deadline will not be considered.

E. Intergovernmental Review

The funds associated with this announcement require review under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, as codified in EPA regulations at 40 CFR Part 29. E.O. 12372 structures the federal government's system of consultation with states and local governments on its decisions involving grants, other forms of financial assistance, and direct development. Under E.O. 12372, states, in

consultation with their local governments, design their own review process and select the federal financial assistance and direct development activities they wish to review. If selected for funding, the recipient of the federal assistance agreement will be required to send a copy of their application to the appropriate State Clearinghouse Office for an intergovernmental review, if applicable. (See: <http://www.whitehouse.gov/omb/grants/spoc.html>)

F. Funding Restrictions

In accordance with EPA guidance and the OMB Circulars, as appropriate, the recipient must agree that it will not use assistance funds for lobbying, fund-raising or political activities (e.g., lobbying members of Congress, or lobbying for other federal grants, cooperative agreements or contracts). Construction is not an allowable activity, foreign travel is not permissible, and equipment purchases require written permission by the EPA project officer if not included in the approved application. The terms and conditions of the formal assistance agreement may include additional and specific limitations on the funding.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

H. Other Submission Requirements

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering (DUNS) number when applying for federal grants or cooperative agreements. Organizations can receive a DUNS number when applying for federal grants or cooperative agreements. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll free DUNS number request line at 1-866-705-5711 or by visiting the web site at www.dnb.com.

Section V. Application Review Information

A. Selection Criteria

EPA will first review applications to determine if they satisfy the threshold criteria described in Section III of this announcement. Applications that meet all of the threshold eligibility factors will then be evaluated and ranked based on how well they address the criterion detailed below. (Maximum points for each criterion are indicated.)

EVALUATION CRITERIA	Weight
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	(100 point scale)
CRITERION ONE: Facility Participation and Breadth of Geographic Coverage	15 points
<p>Applicants will be evaluated based on the extent to which they:</p> <ul style="list-style-type: none"> • Describe an approach for developing and implementing an outreach strategy and articulating incentives for livestock operations to participate in assessments. (7.5 points) • Demonstrate the ability to attract participants from all major sectors of the livestock industry (e.g., poultry, dairy, cattle, and swine) that covers a broad range of geographic areas throughout the United States. (7.5 points) 	
CRITERION TWO: Assemble and Manage Team and Apply Related Technical Experience	20 points
<p>Applicants will be evaluated based on the extent to which they:</p> <ul style="list-style-type: none"> • Describe an approach for assembling and managing a team of technical personnel capable of performing assessments and developing or reviewing NMPs. (10 points) • Demonstrate prior technical experience working on environmental issues pertaining to livestock operations as well as developing and reviewing NMPs at livestock operations. (10 points) 	
CRITERION THREE: Technical Approach and Environmental Results	45 points
<p>Applicants will be evaluated based on the extent to which they:</p> <ul style="list-style-type: none"> • Describe the proposed approach for developing and implementing an assessment tool and providing participants with written reports. (20 points) • Describe the proposed approach for developing/reviewing NMPs and providing participants with written products. (15 points) • Describe a plan for measuring and tracking their progress toward achieving the expected outputs and outcomes identified in Section I.D. (5 points) • Describe a plan for preparing quarterly performance reports and a detailed final report as described in Section IV.C. (5 points) 	
CRITERION FOUR: Project Cost and Leveraging	10 points
The applicants will be evaluated based on the extent to which they demonstrate:	

<ul style="list-style-type: none"> • The reasonableness and allowability of cost estimates, both in terms of detailed budget provided, as well as the estimated costs for each environmental assessment and development or review of each NMP. (5 points) • How they will coordinate the use of EPA funding with other federal and/or non federal sources of funds to leverage additional resources to carry out the proposed project and/or how EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other federal grants may not be used as matches or cost shares without specific statutory authority. (5 points) 	
CRITERION FIVE: Programmatic Capability/Environmental Results Past Performance	10 points
<p><u>Programmatic Capability:</u> Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors:</p> <ul style="list-style-type: none"> • (i)–Past performance in successfully completing federally- and/or non-federally-funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years; (2 points) • (ii)–History of meeting reporting requirements under federally and/or non-federally-funded assistance agreements similar in size, scope and relevance to the proposed project performed within the last three years and submitting acceptable final technical reports under those agreements; (2 points) • (iii)–Organizational experience and plan for timely and successfully achieving the objectives of the proposed project; (2 points) • (iv)–Staff experience/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project; (2 points) and • (v)–The extent and quality to which they documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under federally and/or non-federally-funded assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (2 points) 	

<p>Note: In evaluating applicants under items i, ii, and v of this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score (1 points) for those items (i, ii, and v).</p>	
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C. Review and Selection Process

All applications received by EPA or submitted electronically through Grants.gov by the submission deadline will first be screened by EPA staff against the threshold criteria in Section III of the announcement. Applications that do not pass the threshold review will not be evaluated further or considered for funding.

A panel selected by EPA will review eligible applications based on the evaluation criteria listed in Section V.A and will develop a list of the most highly rated proposals to submit to the Selection Official. Final funding decisions will then be made by the Selection Official from among the most highly rated proposals. In making the final funding decision, the Selection Official may also take into consideration programmatic priorities.

D. Anticipated Announcement and Award Dates

Following final selection, all applicants will be notified in writing by e-mail regarding their application's status. This notification is not an authorization to begin performance. The award notice signed by the EPA award official is the authorizing document, and will be provided through postal mail.

Section VI. Award Administration Information

A. Award Notices

All applicants, including those who are not selected for funding, will be notified by e-mail once decisions have been made. A final application will be negotiated with the entity whose application has been successfully evaluated and preliminarily recommended for award.

In addition, the successful applicant will be required to certify that it has not been Debarred, Suspended, or otherwise restricted from participation in federal assistance awards in accordance with 40 CFR Part 32.

B. Administrative and National Policy Requirements

The general award and administration process for assistance agreements is governed by regulations at 40 CFR Part 30 (Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) and 40 CFR Part 31 (States, Tribes, interstate agencies, intertribal consortia and local governments).

C. Reporting

In general, recipients are responsible for managing the day-to-day operations and activities supported by the assistance funding, to assure compliance with applicable federal requirements, and for ensuring that established milestones and performance goals are being achieved. Performance reports and financial reports must be submitted quarterly and are due 30 days after the reporting period. In the quarterly performance reports, the grantee must aggregate information on the assessments and plans in a manner that ensures operator confidentiality. The report shall also provide a results-oriented summary of the actions recommended or taken as a consequence of the assessments/plans.

The final report is due 90 days after the assistance agreement has expired. The final report should include: a summary of the project, achieved results, and costs of the project. In addition, the final report should discuss challenges, successes, and lessons learned that could help overcome structural, organizational or technical obstacles in implementing a similar project. In negotiating this grant, EPA will work closely with the recipient to incorporate appropriate performance measures and reporting requirements in the Statement of Work consistent with 40 CFR 30.51 or 31.40, as appropriate.

D. Dispute Procedures

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm> . Copies of the dispute procedures may also be requested by contacting Nina Bonnelycke at (202)564-0764.

E. Administrative Capability Review

Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

Section VII. Agency Contact

Note to Applicants: EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Questions must be submitted in writing via e-mail and must be received by the Agency Contact identified below before June 29, 2007. Written responses will be posted on EPA's NPDES website at: http://cfpub1.epa.gov/npdes/home.cfm?program_id=7. In accordance with EPA's Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants or discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications.

Agency Contact:

Nina Bonnelycke

Phone Number: (202) 564-0764

E-mail: bonnelycke.nina@epa.gov

Section VIII. Other Information

The following are examples of comprehensive environmental assessment tools/programs developed by States:

- New York State Agricultural Environmental Management Program (<http://www.nys-soilandwater.org/aem/>)
- Wisconsin Farm*A*Syst program (<http://www.uwex.edu/farmasyst/>).